

Module 5

Chapter 3

Awards

Chapter Overview

Introduction

The awards program for civilian employees is highly decentralized within DoD; e.g., each Component establishes and administers recognition systems. The purpose of this chapter is to provide steps for entering, correcting, and deleting information on Awards. It also includes processing mass awards.

- Monetary awards require a Request for Personnel Action (RPA) which automatically updates the employee's award history.
- Non-monetary awards, i.e., suggestion awards and recognition awards, do not require an RPA and are entered into the employee's record using the People Window.

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



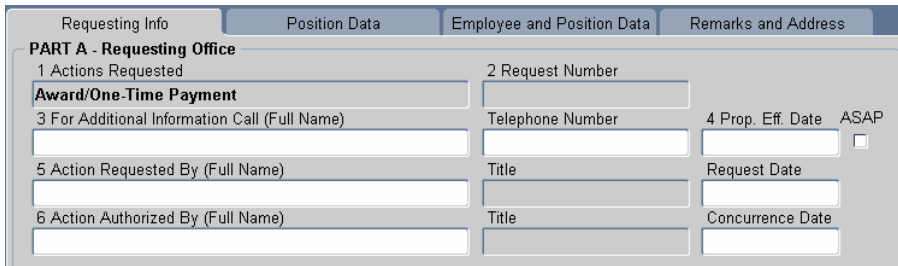
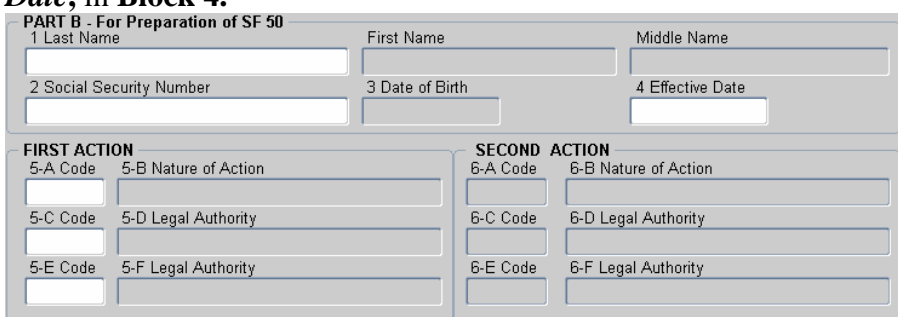

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Processing a Monetary Award

Purpose This procedure provides the steps to process an RPA for a monetary award.

Using the RPA

Step	Action
1	Navigation Path  <i>Request for Personnel Action</i>  <i>Award/One-Time Payment</i>  <i><Open></i> .
2	<p>The Requesting Info tab of the RPA opens with Part A, Block 1, Actions Requested data field populated. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions.</p> <p> Note: <i>Request Number</i> data field populates when you save the action.</p> 
3	<p>In Part B of the RPA, enter the name of the employee receiving the award. The <i>Social Security Number</i> populates. Enter the Effective Date, in Block 4.</p> 
4	<p>Place the cursor in the 5-A Code data field, use the LOV to select the First Nature of Actions or Type in the correct code. Data fields 5-A Code and 5-B Nature of Action of the RPA automatically populate.</p> <p> Note: The effective date determines which LOV opens for Award NOA Codes. If the effective date is after 30 Sep 00, the LOV will not have NOA 885 – Performance Award. It was replaced with NOA 840 – Individual Cash Award.</p>

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Processing a Monetary Award, Continued


Using the RPA (continued)

Step	Action
5	Legal Authority Codes are not required for an award effective on or after 01 Oct 00. For actions effective before 01 Oct 00, place your cursor in 5-C Code data field, use the LOV to display the First Legal Authority Codes 1 window or type in the correct code. Data fields 5-C Code and 5-D Legal Authority populate.
6	Click the Position Data tab. Award and Unit of Measurement (UoM) data fields are populated based on the NOA. An action before Oct 1, 2000 requires input.
7	If the award has a known dollar amount, type in the amount in the Award data field. Note: The field size for Award data field is five characters. If an award is for \$2,000.00, enter as 02000; for \$100.00, enter 00100. On or after Oct 1, 2000, if the NOA is a Time Off Award , an “H” for Hours opens in the Unit of Measure (UoM) data field. If the NOA is monetary related, the UoM opens an “M.” Input these fields if the award is effective before Oct 1, 2000.
8	Click the Employee and Position Data tab. No action is required. The data fields are populated. Click the < Remarks > tab .
9	Place the cursor in Part F – Remarks for SF 50 , click the LOV icon to Select the remark needed. Click the< OK > button Then click the Save icon. A Message Box appears asking if you wish save and the RPA. Click the < NO > button you need to complete the US Gov Award and Bonus Information prior to updating HR.
10	Click the < Extra Information > button on the RPA. If appraisal information is not in the record. Click the US Gov Performance Appraisal , update Appraisal information, Save. Note: <ul style="list-style-type: none"> • Current appraisal information is required in the employee’s record for performance-based awards. • You can also click on Award Salary on the Extra PA Request Information Window to verify the award salary (the employee’s basic salary excluding locality pay). Award Salary is necessary if a percentage is given.

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Processing a Monetary Award, Continued

Using the RPA (continued)

Step	Action
11	On the Extra PA Request Information window, Select the US Gov Award and Bonus Information . Then click in the Details data field to display Extra PA Request Information Input any needed information and Click the <OK> button.
12	Click the Save icon on any page. A Forms box opens with the RPA Request Number . Click the <OK> button to continue.
13	A Message Box appears asking if you wish to route the request. Click the <Yes> button.
14	The Routing window opens. Select Update HR . and a printer ID in the Printer data field, if applicable click the Approval box then clicks the <OK> button.
	Note: Follow your Component guidelines in routing the RPA for approval, updating the HR database, and printing the Notification of Personnel Action (NPA).

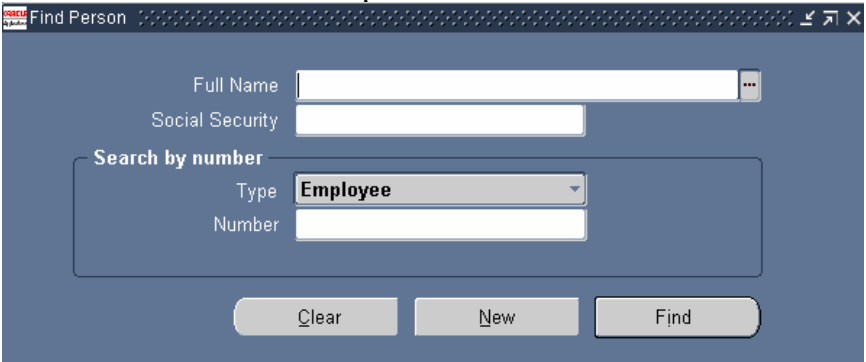
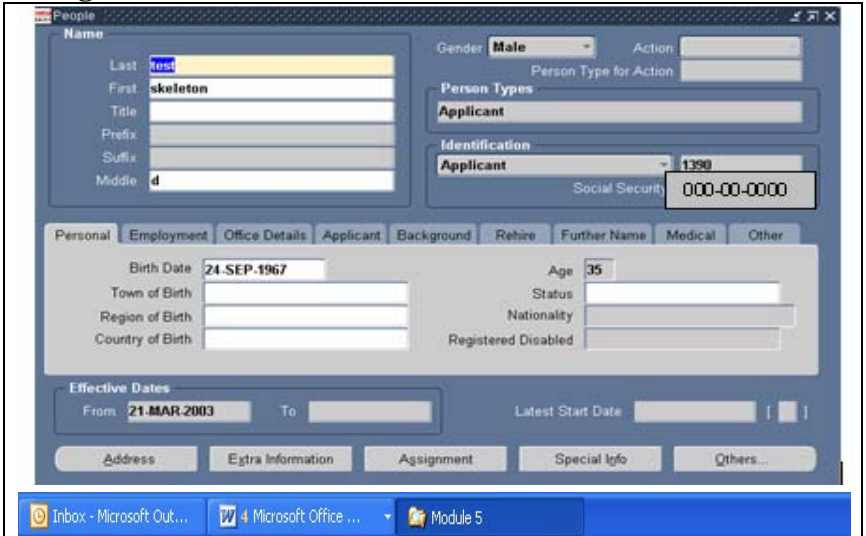
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Entering a Non-Monetary Award

Purpose

This procedure explains how to enter a non-monetary award.


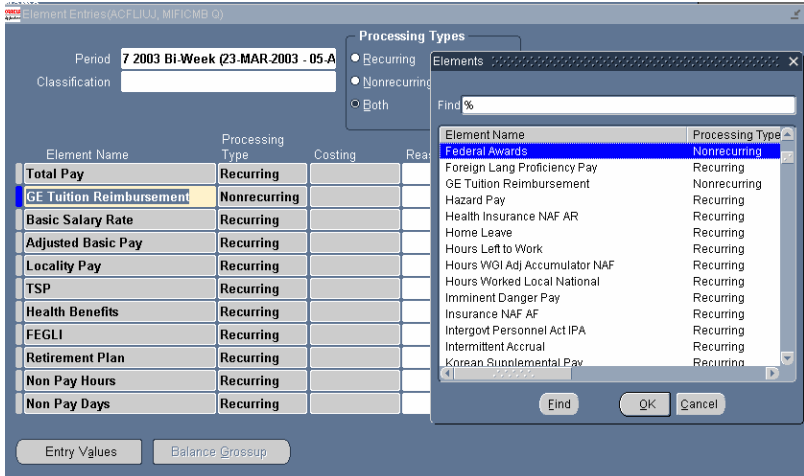
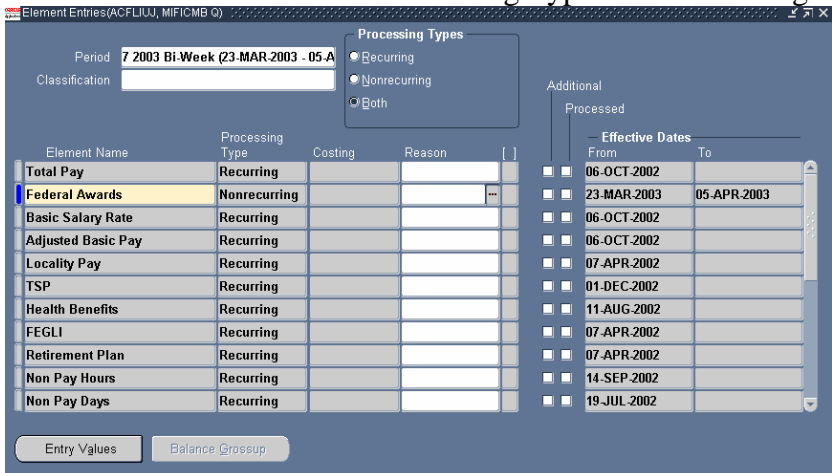
Accessing the Assignment Window

Step	Action
1	<p>Navigation Path People Enter and Maintain <Open>. The Find Person window opens.</p> 
2	<p>Type the last name of the employee whose record you wish to update and click the <Find> button. A list of names will appear in the LOV window select the employee whose record you wish to update and click the <OK> button.</p>
3	<p>The People window populates with the employee's data. Click the <Assignment> button.</p> 

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Entering a Non-Monetary Award, Continued

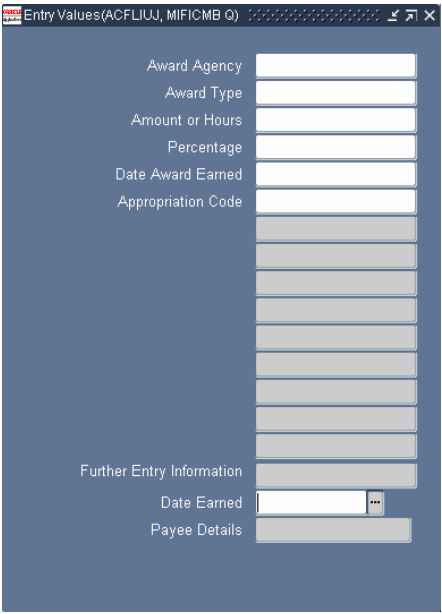

Accessing Assignment window (continued)

Step	Action
4	The Assignment window opens with many of the data fields populated and/or grayed out. Click the <Entries> button.
5	<p>The Element Entries window opens with the employee name on the Title Bar. Your cursor will be on the first data field in the Element Name column. </p> <p>Click the Green Cross Icon on the toolbar or Edit/New Record on the main menu bar to create a blank data field.</p>
6	<p>Click the LOV icon. The Elements windows open select Federal Awards then click the <OK> button.</p> 
7	<p>The Elements window opens with the Federal Awards added to the Element Name Column with Processing Type as Nonrecurring.</p> 

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Entering a Non-Monetary Award, Continued

Accessing the Assignment Window (continued)

Step	Action
8	<p>Click the <Entry Values> button the Entry Values window opens. You can type the appropriate award data in the white data fields or use the LOV to make selections. Exit the window.</p>  <p> Notes:</p> <ul style="list-style-type: none"> The Entry Value for <i>Date Award Earned</i> is completed only if the award you are entering is outside the current pay period. The <i>Date Earned</i> field is embedded in the Oracle product and is not necessary to complete the action.
9	Click Save icon which saves the Entry Values and Exit windows


Correcting Award Data

Purpose

This procedure provides the steps to correct award data.

- If the award is not within the current pay period, date track to the date needed on the **Element Entries** window and follow the steps. See Module 1, Chap 4, Dated Information and Date Tracking.
- If an RPA was used to create the award, you must do a **Correction-Cancellation** RPA to correct or delete it. See Module 4, Chapter 7, Cancellations and Corrections.

Accessing the Assignment Window

Step	Action
1	Navigation Path People Enter and Maintain <Open> . The Find Person window opens.
2	Enter the employee's name then click the <Find> button.
3	Click the <Assignment> button in the People window..
4	Click the <Entries> button to display the Element window.
5	In the Element Entries window, select the first blank data field or click the Green  Cross icon on the toolbar and Type in Federal Awards . Then click the <Entry Values> button.
6	The Entry Values window opens. Click in the data field(s) that need correcting. Use the LOV to select the correct information. Close the window and return to the Element Entries window. Note: Only non-recurring awards that fall in the current pay period display in the Element Name data field. If it is outside the current pay period , date track to the date needed and make the correction.
7	Click Save icon and exit the windows.

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Deleting Award Data

Purpose

This procedure explains the process for deleting award data.



Before You Begin

- If the award is not within the **current pay period**, date track to the date needed on the **Element Entries** window and follow the steps in this procedure.
- If an RPA was used to create the award (usually a monetary award), then you must do a Correction-Cancellation RPA to delete it.

Accessing the Assignment Window

Step	Action
1	Navigation Path <input type="checkbox"/> <i>People</i> <input type="checkbox"/> <i>Enter and Maintain</i> <input type="checkbox"/> <Open> .
2	Enter the employee's name then click the <Find> button.
3	Click the <Assignment> button in the People window..

Deleting the award

Step	Action
4	Click the <Entries> button to display the Element window.
5	Select the Award Element Name that you want to delete.
6	In the Element Name data field, Select Edit from the Main Menu then click <input type="checkbox"/> Delete to delete the data field or click the Red X on the Toolbar. 
7 	Click the Save icon and exit the windows. Note: If you discover you deleted the Award Element Name data field by mistake, and you have not yet clicked Save ; close the Element Entries window WITHOUT saving. Click File <input type="checkbox"/> Close Form . Click the <No> button when the dialog window asks if you want to save your data.

Processing a Mass Award

Purpose

This section provides information on how to process a mass award for efficient processing of a group of similar award actions.

- A manager or supervisor may create and preview the action, and then notify the personnelist by phone or email with the file “name” created for the mass award.
 - A personnelist will then execute the mass award.
-

Before You Begin

- A Mass Award is a collection of individual awards processed en masse to save DCPDS users time, effort, and keystrokes. The personnel actions required to document each award can be processed with an individual RPA when the following conditions are same:
 - Effective date.
 - Nature of action.
 - You cannot change individual award amounts; i.e., percentage or salary amount, once you have “executed” the action.
 - If actions process without error, NPAs (SF 52s) are generated for the selected records as future actions in the Routing History Table. If an error occurs with one of these selected records, the process routes the NPA to the group box assigned to the record’s registered Personnel Office Identifier (POI). If the POI is not registered, then the process routes to the system’s default group box – GHRWFADMIN.
 - Legal Authority Codes/Remarks are not required for Mass Awards effective on or after October 1, 2000.
-

Who Does It



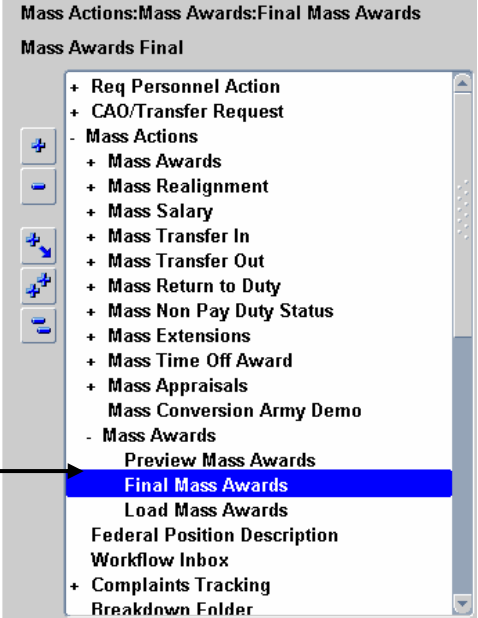
The capability to **execute** a mass award is only available in the CIVDOD Personnelist responsibility.

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Processing a Mass Award, Continued

Creating a Mass Award File

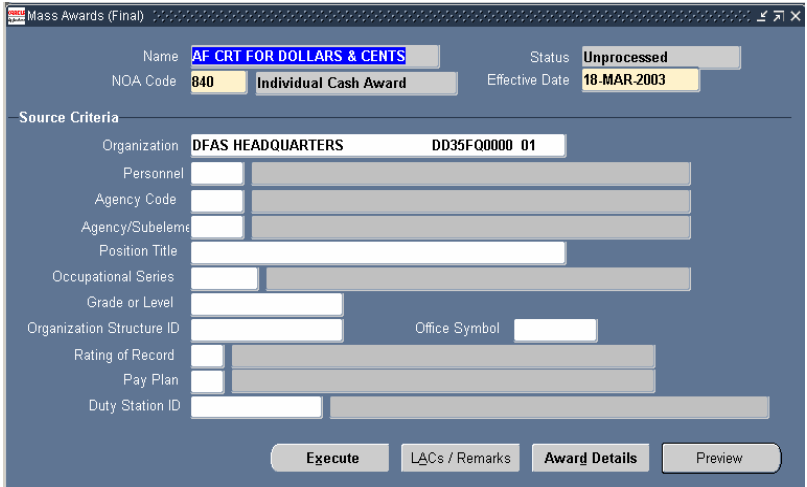

Managers, supervisors, or personnelists may create a Custom Mass Award File. If a manager or supervisor creates the file, they need to notify the appropriate personnelist to “execute” it.

Step	Action
1	<p>Navigation Path ▢ <i>Mass Actions</i> ▢ <i>Mass Awards</i> ▢ <i>Final Mass Awards</i> <Open>.</p>  <p>Notes:</p> <ul style="list-style-type: none"> • The Mass Awards (Preview) window is available as a “rough draft” window. It is exactly like the Mass Awards (Final) window, but without the <Execute> Taskflow button. You can create the Mass Award by clicking either menu item, but you can only process it in the Final Mass Awards window. • Components may want to use both forms, but limit the number of personnel who can run the final process for security reasons.

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Processing a Mass Award, Continued


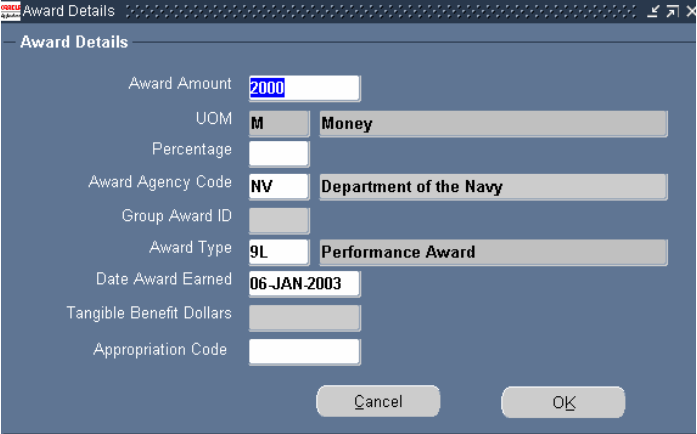

Creating a Mass Award File (continued)

Step	Action
2	<p>The Custom Mass Awards (Final) window opens with four taskflow buttons. Each time the user utilizes one to navigate to another form, the system automatically saves the current entries.</p> 
3	<p>Place the cursor in the Name data field, type in a unique file name for the award you are creating. Ex: 2001 GS Performance Awards for Civil Engineering. Note: This unique file name is used for executing the process. If a manager creates the Mass Award, this file name must be provided to the personnelist to extract and then execute the mass award</p>
4	<p>Place the cursor in the NOA Code data field, click the LOV icon to select the code or type it in. (OPM no longer requires LACs/Remarks for Mass Awards).</p>
5	<p>Click the LOV icon or type in a date in the Effective Date data field.</p> <p>Note:</p> <ul style="list-style-type: none">  Name, NOA, and Effective Date are required fields which auto populates UoM, Award Type and Date of Award Earned on the Award Details DDF. The Status data field is system-generated to show how far your award has progressed: e.g., Unprocessed, Submitted, etc. No action is required.

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Processing a Mass Award, Continued

Creating a Mass Award File (continued)

Step	Action
6	<p>In the Source Region, click the LOV icon to choose either the Organization, or Personnel Office ID. Agency Code and Agency / Subelement Code data fields are optional. However, there is an increase in system performance when you select an organization as one of the parameters.</p> <p> Note: You can use wildcards to populate some data fields; e.g., (FP%) - to extract organization codes that begin with FP; (G%) - to get all pay plans beginning with a G, etc.</p>
7	Click the LOV icon or type in the information in the data fields.
8	<p>In the Mass Awards window, click the <Award Details> button. The window opens with several of the data fields populated from the previous window.</p> 
9	<p>Place the cursor in the Award Amount data field, type in the amount.</p> <p>OR</p> <p>Click the Award Percentage data field and type in a percentage. For example, one and a half percent would be entered as 1.5 (no percent sign).</p> <p> Note: The Award Percentage data field only applies to Performance Awards.</p>
10	Place the cursor in the Award Agency Code data field, type in the information or click the LOV and click the agency granting the award; e.g., AR for Army.
11	Group Award Id is required if award is effective before Oct1, 2000 - no longer required by OPM if the award is effective on or after Oct 1, 2000.

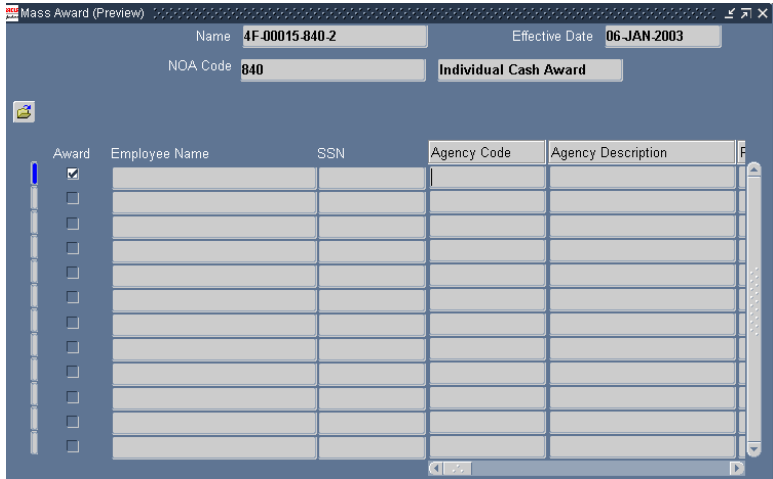
Processing a Mass Award, Continued

Previewing a Mass Award File

You may preview a file created on the **Mass Awards (Preview)** window and names can be viewed, selected, or deselected.



Note: Once you task flow to the Preview, all previously entered data cannot be modified (except for **Award Amount** which must be changed individually.) If other modifications of the data are necessary, a new Mass Award file must be created.

Step	Action
12	Award Type populates for Time Off Awards, all others must be entered using the LOV or typed in.
13	Date Award Earned populates with the current date or you can input another date.
14	Type in dollar amount in Tangible Benefit Dollars data field, if required.
15	Click <OK> to return to the Mass Awards (Final) window
16	<p>On the Mass Awards (Final) window, click the <Preview> button. The window opens with data elements populated from the previous windows. Name and SSN are included in the columns a second time so they will appear on the downloaded product, in the event you export the awards preview folder to a spreadsheet.</p>  <p>Note: The “X” in the Award checkbox indicates the name to be included in the mass award action.</p> <ul style="list-style-type: none"> • Deselect the “X” if the name is <u>not</u> to be included. • If a large number of names appear on the window, but only a few are to be included, click <Select/Deselect All> to remove the “X” from the checkboxes. Then, select the few names to be included by individually selecting “X” in the checkbox next to the names.
17	Click the Save icon on the Toolbar and exit the window.

Processing a Mass Award, Continued


Changing a Mass Award File

You have one option to change the file before it is “executed.” You can only change the **Target Award Amount** to a dollar amount from a percentage.

Step	Action
18	The personnelist will open the Mass Award (Final) window and click the < Preview > button.
19	<p>The Mass Awards (Preview) window opens.</p> <p>To change the dollar amount, place your cursor in the Target Award Amount data field and substitute the desired dollar amount for the Percentage of Award Salary Amount.</p> <p>Note: The system deletes the information in the Target Award Percentage data field when the dollar amount is input.</p> <ul style="list-style-type: none"> When all modifications of the Preview Folder are complete, the user must save the changes and exit the Preview Folder. The Preview Folder can be changed and saved as many times as necessary by the user.

Entering Legal Authority Codes and Remarks

Legal Authority Code(s) and **Remarks** saved on this window will apply globally to the mass award. **Legal Authority Codes** and **Remarks** are no longer required for actions effective **on or after Oct 1, 2000**.



Step	Action
20	<p>If actions prior to Oct 1, 2000, click the <LACs/Remarks> buttons. Place the cursor in the Legal Authority Code 1 data field, click the LOV.</p> <div data-bbox="544 1453 847 1554" data-label="Image"> </div> <p> Notes:</p> <ul style="list-style-type: none"> At least one LAC is required, if award is effective before Oct 1, 2000; but remarks are optional. The Required Checkboxes are not used because there are no standard remarks required to be on all Mass Awards.

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Processing a Mass Award, Continued

Executing a Mass Award File

This procedure shows the steps to process or “execute” a mass award file to update the database.

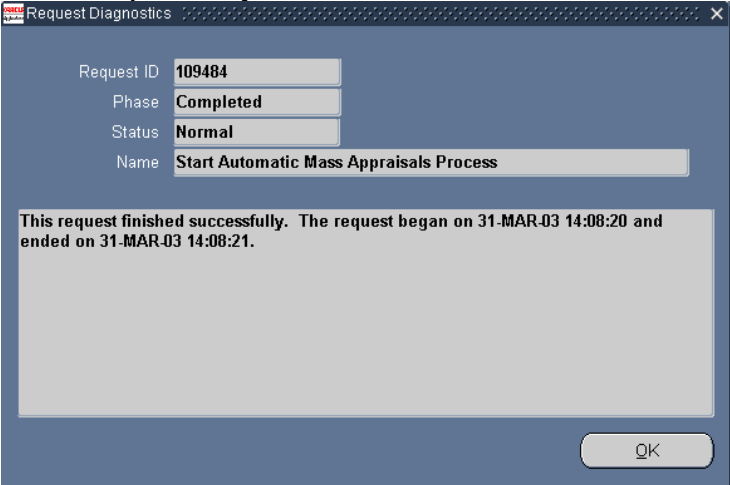
Step	Action
21	<p>Place the cursor in the Remarks Region Code data field, click the LOV icon. The Remarks window populates with ZZZ and the PA Remarks Insertion Values window opens. Type in your remark and click the <OK> button.</p> 
22	Click Save icon and exit the window.
23	Click the <Execute> button. A Message Box opens and says: “Mass Awards Final Process successfully submitted.”
24	<p>Click the <OK> button</p> <ul style="list-style-type: none"> • If the actions process without an error, RPAs are created for the selected records as future actions in the Routing History Table. • If an error occurs with one of these selected records, the process routes the RPA to the group box assigned to the record’s registered POI. <ul style="list-style-type: none"> ○ If the POI is not registered, then the process routes to the system’s default group box – GHRWFADMIN. <p> Notes:</p> <ul style="list-style-type: none"> • Once you have “Executed” or “Processed” the action, The <Preview> button is grayed out on the Mass Awards window. <p>Individual award actions that do not successfully pass the business rules will create an RPA for the Award, and flow to the designated utility group box for failed automatic actions, normally “WGI Personnel.”</p>

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Processing a Mass Award, Continued

Viewing the Status of a Mass Award File

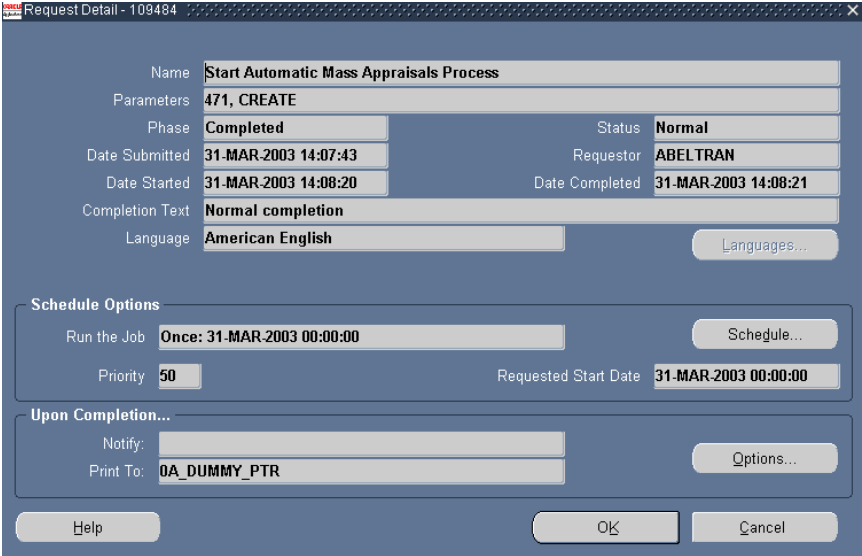
To view the status of the executed mass award file, use the Request ID in the message generated in the final step of processing. For example: “189415” in the previous step. Follow these steps for viewing your requires:

Step	Action
1	<p>Navigation Path [] <i>Processes and Reports</i> [] <i>View Request <Open></i></p> <p>The Find Request window opens, Click the <Find> button</p> <ul style="list-style-type: none"> The Requests window opens a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list. <p>Find the Request ID that was assigned in the previous note of successful completion. In this example, it is “189415” which shows the Phase as Completed, and the Status as Normal.</p> <p>If the Status Column indicates “Pending” or “Running,” Click the <Refresh> button until the status column reads: “Completed.”</p>
2	Click the <View Log> button to display a log of how a request ran.
3	Click the <View Output> button to view the output of a successfully completed request on screen.
4	<p>Click the <Diagnostics> button. The Request Diagnostics window opens for your review.</p> 

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Processing a Mass Award, Continued

Viewing the Status of a Mass Award File (continued)

Step	Action
5	<p>Click the <View Details> button for more detailed information on the file. The Concurrent Requests window opens:</p> 
6	<p>Contact your System Administrator for assistance in reviewing the Request Log or the Concurrent Manager Request Summary to locate and correct specific errors.</p>

Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system opens a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's group box or system's default group box.

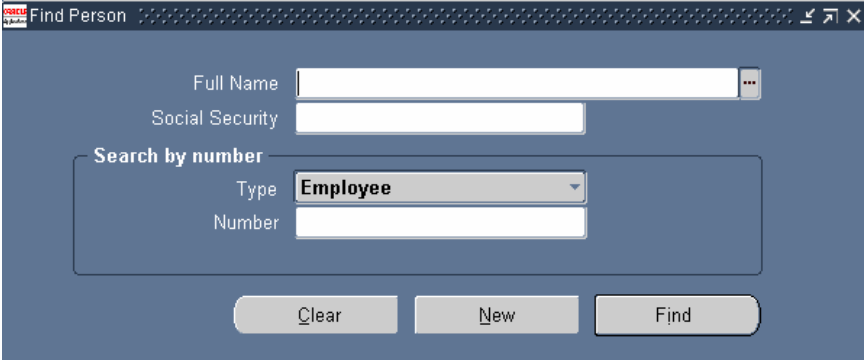
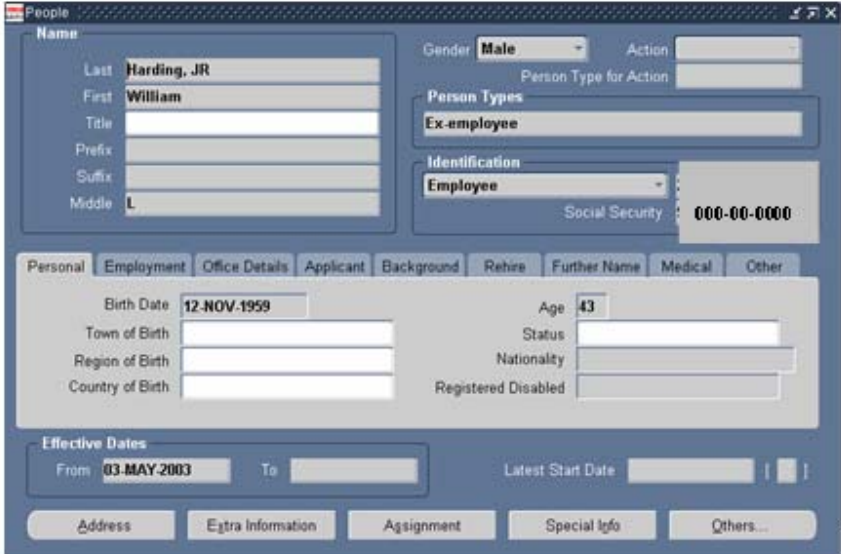
Step	Action
1	<p>Navigation Path ▢ <i>Federal Maintenance Forms</i> ▢ <i>Process Log</i> ▢ <Open>.</p>
2	<p>The Process Log Errors window opens with the request number as the last part of the Program Name data field. The Log Text Region opens the reason for the error(s). Use the scroll bars to read the remaining information.</p>

Processing a Mass Award, Continued

Locating and Correcting Errors (continued)

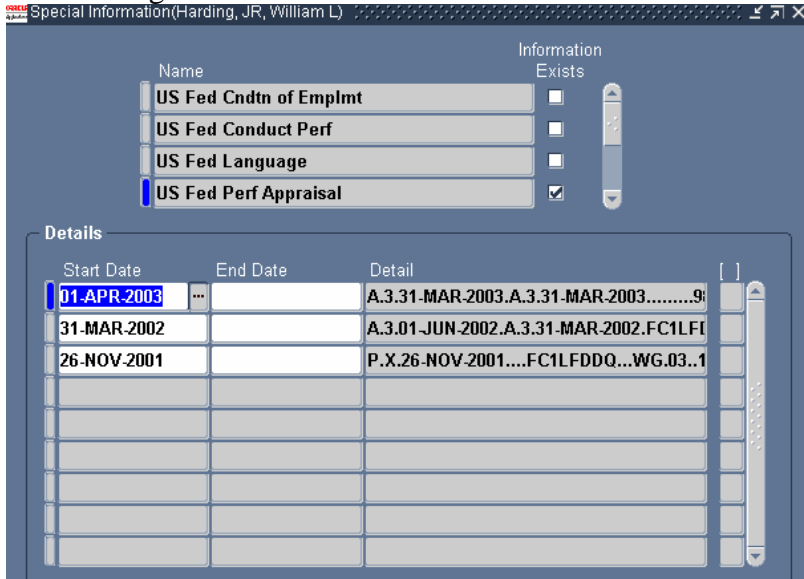
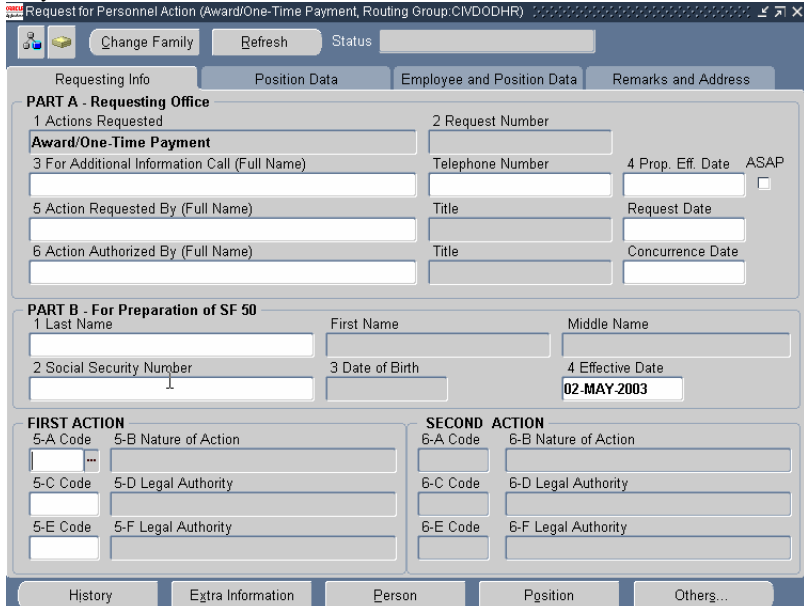
Step	Action
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process “Futures,” which reprocesses all actions noted as future in the Routing History Table to update the database. The Process Log referenced above will also contain the details on all records successfully completed and processed with errors.

Processing Awards for Ex-Employees

Step	Action
1	<p>Navigation Path People Enter and Maintain <Open>. The Find Person window opens.</p> 
2	Type the last name of the employee whose record you wish to update and click the <Find> button. A list of names will appear in the LOV window select the employee whose record you wish to update and click the <OK> button.
3	<p>Click the <Special Info> button in the People window.</p> 

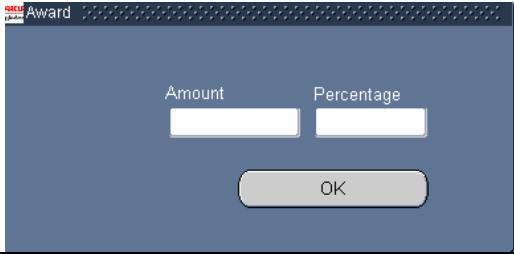
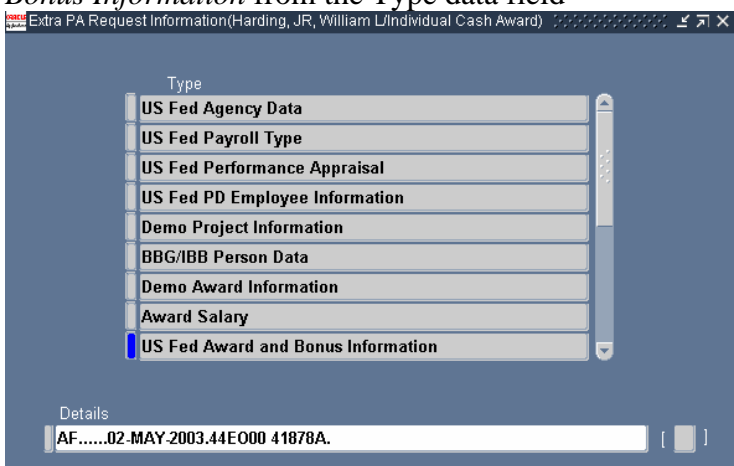
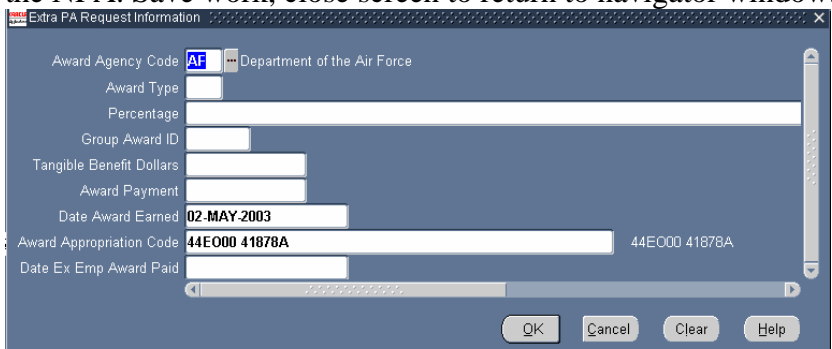
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Processing Awards for Ex-Employees, Continued


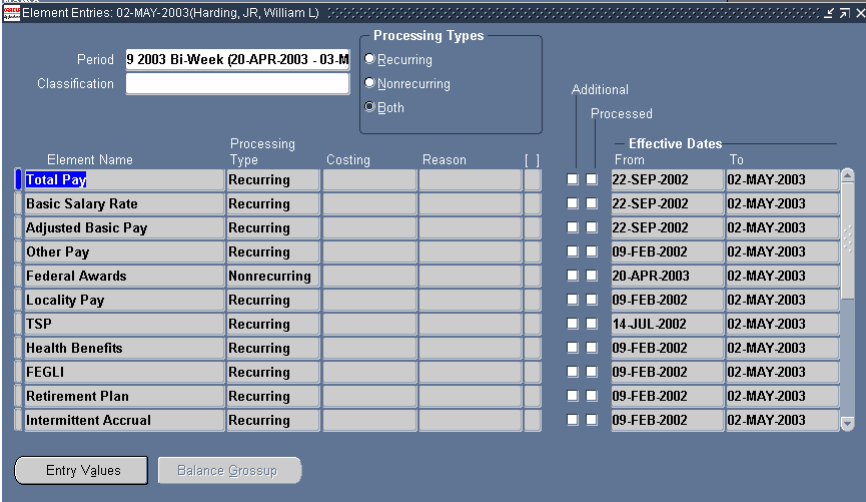
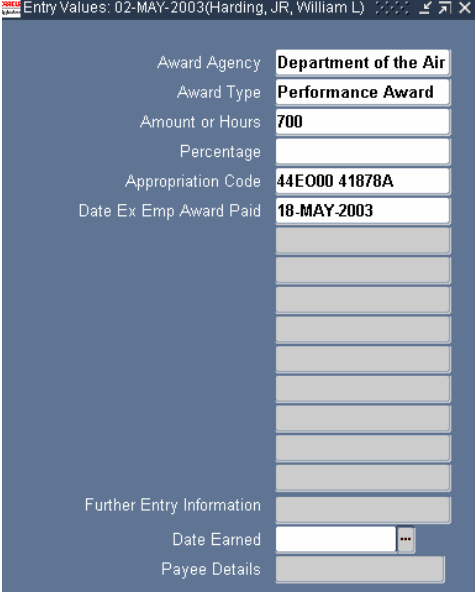
Step	Action																																	
4	<p>Verification of Current Appraisal – If the award being processed is based on performance, the appraisal has to be current in the ex-employees record. Otherwise, you will encounter CPDF edit. Please verify prior to initiating RPA for Award. Exit form to return to the Navigator window</p>  <table><thead><tr><th>Start Date</th><th>End Date</th><th>Detail</th></tr></thead><tbody><tr><td>01-APR-2003</td><td></td><td>A.3.31-MAR-2003.A.3.31-MAR-2003.....9</td></tr><tr><td>31-MAR-2002</td><td></td><td>A.3.01-JUN-2002.A.3.31-MAR-2002.FC1LFI</td></tr><tr><td>26-NOV-2001</td><td></td><td>P.X.26-NOV-2001....FC1LFDDQ...WG.03..1</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Start Date	End Date	Detail	01-APR-2003		A.3.31-MAR-2003.A.3.31-MAR-2003.....9	31-MAR-2002		A.3.01-JUN-2002.A.3.31-MAR-2002.FC1LFI	26-NOV-2001		P.X.26-NOV-2001....FC1LFDDQ...WG.03..1																					
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5	<p>Navigate to <i>Req for Personnel Action</i> ▢ <i>Award One/Time Payment</i> to Create RPA for an Award</p>  <p>Enter the Effective Date of separation or a prior date. Then, enter the ex-employee’s social security number – the remaining data such as name will autopopulate.</p>																																	

Continued on next page

Processing Awards for Ex-Employees, Continued

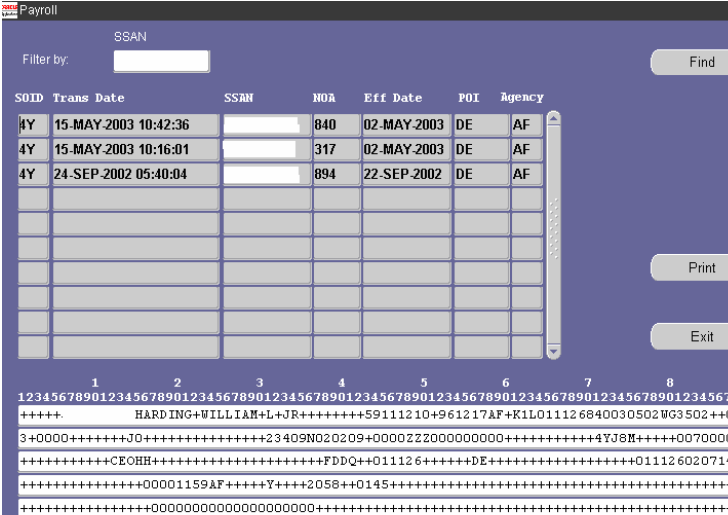
Step	Action
6	<p>Navigate to Page 2 (Position Data) and Enter the Award Amount then click the <OK> button</p> 
7	<p>Click the Extra Information button, Select <i>US Fed Award and Bonus Information</i> from the Type data field</p>  <p>Click in the <i>Details</i> data field to open field</p>
8	<p>Enter Award Type (9L for this example), Date Award Earned (the 02-May-2003 auto populated date is driven by the effective date entered on Page 1 of RPA – manual change to this date can be made -- for example: if the award is based on performance and the end date of appraisal period is 31 Mar 03, then manually enter 31 Mar 03 in this date area) Date Ex Emp Award Paid: Enter the pay period in which the award will be paid – in this example: 18 May 03 date will be entered. This is the date that will also print on the NPA. Save work, close screen to return to navigator window.</p> 

Processing Awards for Ex-Employees, Continued

Step	Action
9	Navigation Path People Enter and Maintain <Open> The find Person window opens Enter the employees name and click the <Find> button
10	The People window opens Click the Alter Effective date icon  and Date track to the date of employee Separation.
11	Click the <Assignment> button
12	Click the <Entries> button, select <i>Federal Awards</i> in the Element Name data field 
13	Click the <Entry Values> button to Verify Award Type, Amount or hours and the Date Ex Emp Award Paid 

Continued on next page

Processing Awards for Ex-Employees, Continued

Step	Action
14	Exit all windows and return to the navigator window and select <i>Pay 500</i>
15	<p>The Payroll window opens, Type the <i>Social Security</i> number in the Filter by data field, Then click the <Find> button. Check for Award Amount and Effective Date</p> 
16	<p>Both the Effective Date and the Award Amount are correct</p> 